



UNITED STATES MARINE CORPS

MARINE CORPS COMMUNITY SERVICES
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788150
TWENTYNINE PALMS, CALIFORNIA 92278-8100

MCCSINST 12550.1B
MCCS

27 MAY 2009

MARINE CORPS COMMUNITY SERVICES INSTRUCTION 12550.1B

From: Director
To: Distribution List

Subj: DIRECT DEPOSIT OF PAY

Encl: (1) Notification of Direct Deposit Requirement
(2) Example Direct Deposit Sign-Up Form (Standard Form 1199A)
(3) Request Exemption From Direct Deposit
(4) First Endorsement on (Employee)

1. Situation. To publish guidance and procedures on direct deposit of pay as one of the conditions for employment with Marine Corps Community Services (MCCS).

2. Cancellation. 12550.1A

3. Mission. This instruction is implemented to ensure that all employees receive payment of earned pay in the most effective and efficient manner. Direct Deposit is the term used to describe the process by which an employee's pay is deposited to his/her bank account directly by Headquarters, U. S. Marine Corps. The employee does not receive a paycheck, but the option is available to receive a printed confirmation of the deposit.

4. Execution.

a. Director's Intent and Concept of Operations

(1) Director's Intent. Ensure that all employees are familiar with one of the requirements for employment within MCCS.

(2) Concept of Operations

(a) Direct deposit is more efficient and therefore less costly to financial institutions to operate with direct deposit. Some institutions may offer free accounts or accounts with reduced-cost enhancements. Employees are encouraged to inquire at various financial institutions to find the best "deal" for them.

(b) Division Heads shall ensure that all employees are provided a copy of the MCCS Notification of Direct Deposit Requirement, enclosure (1).

(c) New employees - The requirement to enroll in direct deposit is one of the conditions of employment.

1. New employees must enroll in direct deposit no later than the second full pay period of their employment. Employees who fail to enroll in direct deposit within two full pay periods after hire could be terminated. New employees are required to read and sign the Notification of Direct Deposit Requirement, during new employee orientation enclosure (1).

2. Employees who do not currently have an account shall establish a checking or savings account at a financial institution operating under banking regulations of the United States. Enclosure (2) Section 1 and Section 2 of the Direct Deposit Sign-Up Form, SF 1199A will be completed by the employee, with the financial institution completing Section 3 of the form. The employee will return the completed form to the Personnel Office. (Some financial institutions may desire to mail the form to the Personnel Office themselves).

3. Employees may change the financial institution or account number of their direct deposit by completing a new copy of the reference. Employees may not terminate their direct deposit while employed with MCCS.

4. High school students hired only for the summer and temporary hires of 90-days or less may participate in direct deposit at their option.

(d) Current Employees

1. Employees may change the financial institution or account number of their direct deposit by submitting a new Direct Deposit Form enclosure (2). Employees may not terminate their direct deposit while employed with MCCS.

(e) General Information

1. It is not unusual for banking institutions to change ownership, or to affiliate with other similar institutions. These changes may require changes in employees' direct deposit enrollment information. MCCS will make every effort to make necessary changes as soon as employees report the changes.

2. If a financial institution in which an employee has enrolled in direct deposit ceases doing business, or if an institution involuntarily closes an employee's account, the employee shall promptly notify his/her supervisor, and Personnel Office in order to avoid missing a payday. A new direct deposit account must be established immediately. Employees shall furnish MCCS personnel Office with their new account information by the end of the current pay period. Failure to enroll in a direct deposit will be a violation of the conditions of employment and may be grounds for termination.

3. Enclosures 3 and 4 are used in a case by case basis only.

5. Administration and Logistics. Distribution Statement A Instructions issued by the Director are published electronically. This instruction can be viewed at <http://www.mccs29palms.com/pages/mccsEmployees/mccsInstructions.html>

6. Command and Signal.

a. Command. This Instruction is applicable to Directors, Divisions, Branches and Departments within the Marine Corps Community Services.

b. Signal. This Instruction is effective the date signed.


KATHERINE A. CATLIN

DISTRIBUTION: A

From: Requesting Employee
To: Director
Via: Head, _____ Division

Subj: EXEMPTION FROM DIRECT DEPOSIT

Ref: (a) MCCS Instruction 12550.1B

1. Per the instructions in the reference, I hereby request exemption from the MCCS requirement for direct deposit of my pay.

2. The basis for my request for exemption is as follows:

Signature

Enclosure (3)

FIRST ENDORSEMENT

From: Head, _____ Division
To: Director

1. Forwarded, recommending approval/disapproval.
2. I have carefully considered the request for exemption from this employee and hereby present the reasons for my recommendation of approval/disapproval:
 - a.
 - b.
 - c.
3. Point of contact is (Division Head) at (phone).

<Signature>

DIVISION HEAD NAME

Enclosure (4)